

1-0890.17 ALPHABETICAL INDEX

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Item No.	General Schedule No.	Record Title
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7	3	Insurance Policies Expired (Other than Worker's Comp.)
36	1	Inter-Agency Invoice
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Item No.	General Schedule No.	Record Title
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5	8	Lists-Rosters of Licenses
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16	1	Notice of Agency Revenue Estimate Allocation
11	1	Notice of Appropriation
2	4	Notice of Cancellations
40	1	Notice of Direct Bank Debit
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10	1	Notice of Legislative Appropriation
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41	1	Notice of Transaction Correction
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10	3	Notices/Affidavits of Publications
5	1	Object of Expenditure Description
7	1	Object of Revenue Description
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13	3	Operation Reports
12	1	Operational Plan/Budget Amendment
11	3	Ordinances, Codes, Regulations, Directives, Policies
38	5	Pay Plan Exception - Individual
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21	1	Payroll Encumbrance
11	5	Payroll Vouchers
40	5	Performance Appraisal
1	4	Performance Security (Bond)
14	8	Permanent Licensee Files
27	3	Personal Vehicle Use Authorization
2	9	Photo Copies of Bulletins & Correspondence
20	2	Position Control Adjustment
19	2	Position Control Report
43	5	Position Description
44	5	Position Detail Form
45	5	Position Review Form
4	9	Preliminary drafts of any report, letter, memoranda or worksheet

Item No.	General Schedule No.	Record Title
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4	1	Program Descriptions
47	5	Promotion
48	5	Public Employee Retirement System
20	1	Purchase Order Adjustment
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56	1	PAMS Classification/Type of Property by Agency Report
64	1	PAMS Deleted Transaction Log
60	1	PAMS Detail Depreciation Schedule
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55	1	PAMS Master Register
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66	1	PAMS Property Action Required List
52	1	PAMS Property Adjustment Records
58	1	PAMS Property by Location Report
57	1	PAMS Property by Responsibility Center Report
51	1	PAMS Property Subsidiary Ledger (Land Only)
50	1	PAMS Property Subsidiary Ledger (Other than Land)
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61	1	PAMS Summary Depreciation Schedule
62	1	PAMS Update Log
67	1	PAMS/SBAS Reconciliation Report
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19	3	Reading or Day Files
20	8	Real Estate Complaint/Investigative Reports
21	8	Real Estate Hearings/License Legal Actions
6	2	Record of Daily Transactions
4	7	Records Disposal Request
5	7	Records Disposal Request Continuation Sheet
1	7	Records Inventory Worksheet
9	7	Records Reference Request
3	7	Records Service Request
49	5	Recruitment/Selection Process Documentation
52	5	Reduction-in-Force Notice
53	5	Reduction-in-Force Reinstatement Offer
54	5	Reduction-in-Force Roster & Preference Documentation
4	8	Renewal Forms-Updated Annually
9	1	Reporting Center Specifications
2	8	Reports on Boxing & Wrestling Events, Special Requirements
5	9	Reproduction Material: Stencils, Hectographs, Offset Plates
32	3	Request and Justification for Out-of State-Travel
3	8	Request for Information
15	1	Request for Revenue Estimate Action
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Item No.	General Schedule No.	Record Title
18	8	Revoked/Suspended/Voluntary surrender of License Records, Files
6	9	Routing Slips
1	6	Service Agreement
56	5	Sexual Harassment Complaint
57	5	Sexual Harassment Investigation Report and Documentation
7	9	Shorthand Notes, Steno-tapes & Recordings
15	5	Special Reports (turnaround documents, wage/insurance increases)
6	1	State-Dated Warrant Cancellation Notice
16	5	State Share Reports
6	1	Statewide Revenue Classification Description
17	5	Status Forms
9	9	Stocks of Agency publication & printed documents
20	3	Subject Files
49	1	SBAS Daily Balancing
48	1	SBAS Report Tapes/Microfiche
4	6	Tape Removal Authorization
8	9	Telephone messages used to convey non-policy messages
24	3	Telephone Service Request
17	3	Test Reports, Certification of Accuracy or Validity
18	5	Time Sheets
58	5	Transfer
22	1	Transfer-Warrant Claim
2	7	Transmittal of Records
29	3	Transportation Purchase Order
30	3	Travel Expense Voucher
24	1	Treasurer's Check Issued Summary
32	1	Treasurer's Deposit Correction
25	1	Treasury Disbursement Advise
31	3	Vehicle Requisition and Trip Form
3	4	Vendor Files
7	2	Vouchers
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29	1	Warrant Cancellation Notice
19	5	W-2 Undistributed
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